

Subject: Request Assistance Regarding SPPOA Board Meeting Room
From: Lorena Parker <lparker@sanpedrobid.com>
Date: 01/09/2018 05:04 PM
To: Ryan Ferguson <ryan.ferguson@lacity.org>

Hello Ryan,

Happy New Year!

As you are aware, we normally have our board meetings on the first Wednesday of the month. Due to the holiday and other reasons, we changed this month's meeting to January 17th. Can you please confirm that the meeting room is available all morning for us?

Thank you for your assistance.

Kind regards,

Lorena Parker
Executive Director
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Business Improvement District**
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